

**CUSTOMS DIRECTIVE**  
**ORIGINATING OFFICE:** FO:TP

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## **UTILIZATION OF AIR WAYBILL AS THE IN-BOND DOCUMENT**

- 1 PURPOSE.** To define guidelines on the use of the air waybill as the in-bond document.
- 2 POLICY.** The references and procedures outlined in this directive will be followed to ensure consistency and uniformity in the application of in-bond operations.
- 3 AUTHORITIES/REFERENCES.** 19 CFR 122.91, 122.92.
- 4 RESPONSIBILITIES.**
  - 4.1** The Directors, Field Operations, Customs Management Centers, are to ensure implementation of this directive.
  - 4.2** Port Directors will ensure local procedures accommodate these guidelines.
  - 4.3** Port Directors will distribute this information through routine trade notification practices (i.e. trade notices, informational pipelines, etc.). It is mandatory that all employees be aware of this change of procedure.
- 5 PROCEDURES.** The following procedures will be followed to ensure service wide uniformity in this application.
  - 5.1 NON-AUTOMATED CARRIERS.**
    - 5.1.1** Current procedures allow air carriers three options listed below to effect in-bond movements:
      1. The use of a CF 7512 as the in-bond document, utilizing the corresponding 9-digit CF 7512 number as the in-bond control number.
      2. The use of the air waybill as the in-bond document utilizing the 11-digit air waybill number as the in-bond control number.
      3. The use of a copy of a page from the CF 7509 (Air Cargo Manifest), with which a CF 7512 number must be utilized as

the in-bond control number.

A fourth option will be allowed at the discretion of the carrier:

4. Air carriers will be allowed to use an air waybill as the in-bond control document and **reference a CF 7512 number in lieu of the air waybill number as the in-bond control number**. The referenced in-bond control number may be typed, written, or placed on a sticker on the air waybill where it can be clearly identified.

**5.1.2** The air waybill must contain all required information in accordance with the International Air Transport Association (IATA) agreements governing the issuance of the air waybill. Additionally, when using the air waybill as the in-bond document, the following information must be included on the air waybill as stated in 19 CFR 122.92:

1. Origin Port
2. Entry Type (6, 62, 63)
3. Destination Port
4. Importing Carrier/Flight Number/Arrival Date
5. Bonded Carrier/Exporter
- 6. Carrier/Exporter IRS Number**
7. Signature of Carrier's Agent/Exporter
8. Inspector's Signature/Perforation/Stamp

If all required information is not presented on the document it shall be rejected and in-bond movement authorization denied. If the port of destination receives a document that has incomplete information, the document shall be rejected until full information is provided prior to cargo release. It is imperative that the destination port check for initial in-bond authorization. Inspectors may arrive an in-bond not found in the INT file using the INBR function. This does not preclude the initiation of penalty action if in-bond authorization from the port of origin was not granted.

**5.1.3** The procedures set forth above also apply to split shipments. The initial part of a split shipment may be sent in-bond on an air waybill utilizing the air waybill number as the in-bond control number or using a CF 7512. **Subsequent parts of a split may also utilize the air waybill document as the in-bond document but must reference a CF 7512 number on the air waybill as the in-bond control number. Each subsequent part of a split shipment moving in-bond must have a unique CF 7512 number.** Additionally, all information set forth in 5.1.2 must be written, typed or placed on a sticker on the air waybill.

## **5.2 AUTOMATED CARRIERS.**

**5.2.1** Automated carriers will transmit all in-bond information electronically.

Paper will not be required when the in-bond is moving to another AAMS facility.

**5.2.2** When the in-bond is moving to a non-automated facility at the port of destination, the following guidelines will apply:

1. Carriers shall follow one of the procedures delineated in 5.1.1 above.
2. When the air waybill is utilized as the in-bond document it must contain all required information in accordance with the International Air Transport Association (IATA) agreements governing the issuance of the air waybill. Additionally, when using the air waybill as the in-bond document, the following information must be included on the air waybill as stated in 19 CFR 122.92:
  1. Origin Port
  2. Entry Type (61, 62, 63)
  3. Destination Port
  4. Importing Carrier/Flight Number/Arrival Date
  5. Bonded Carrier/Exporter
  - 6. Carrier/Exporter IRS Number**
  7. Signature of Carrier's Agent/Exporter

**The carrier will stamp "AAMS" on the document in lieu of a perforation or inspector's signature.**

**5.2.3** Carriers may utilize the air waybill number as the in-bond number on the first part of a split shipment. **Each subsequent part of a split shipment moving in-bond must utilize a separate CF 7512 number.**

## **6. Measures.**

**6.1** CMC Directors will oversee the performance of their respective ports AAMS operations. Audits of in-bond movements utilizing the above procedures will be performed on an annual basis to ensure compliance with this directive.

**6.2** Port Directors will be held responsible for acceptance of documents using all procedures delineated above. It is their responsibility to ensure that all personnel are aware of this directive and that documents meeting the above requirements are perforated/signed/stamped for authorization of in-bond movements in a timely manner.

**6.3** Port Directors and Field Supervisory Inspectors are reminded that automated carriers moving freight in-bond need not bring paper to Customs for authorization of the in-bond movement. Authorization is granted via the automated system. In-bond documentation from an automated carrier delivered to a non-automated facility at the port of destination will simply be stamped "AAMS" in the signature area of the CF 7512

or on the air waybill and be accepted by the in-bond destination port if found in the in-bond module. If the in-bond is not in the in-bond module, every effort should be made to determine if the cargo was misdelivered and if so found, appropriate liquidated damages should be assessed.

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